

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 27, 1989

ALL-COUNTY LETTER NO. 89-90

TO: COUNTY WELFARE DIRECTORS

SUBJECT: ELDER ABUSE/DEPENDENT ADULT ABUSE MONTHLY
STATISTICAL REPORT, FORM SOC 340 (1/90)

Effective January 1, 1990, all County Welfare Departments will be required to implement the enclosed revised Elder Abuse/Dependent Adult Abuse Monthly Statistical Report, Form SOC 340 (1/90). The revised form and reporting instructions were developed in conjunction with the Adult Protective Services (APS) Statistical Committee of the County Welfare Directors Association. The Committee's primary objective was to develop a statistical report that would contain program data elements that meet the requirements specified in Division 8.5 of the Welfare and Institutions Code, Sections 15620 and 15630.

The revised SOC 340 requires Counties to provide data on the number of unduplicated abuse reports which were evaluated or investigated, the actions taken on these reports, the unduplicated number of persons who were abused, and the types of abuse. Information concerning the types of actions taken on confirmed cases and APS investigations in long-term care facilities have been eliminated from the revised report. In addition, the due date for the report has been changed to provide Counties more time to compile the data for this report.

Training on the revised form and reporting instructions will be conducted by the APS Statistical Committee during the County Regional meetings in December. Tentative dates and locations are as follows:

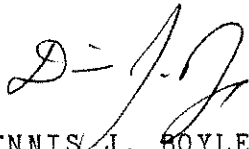
December 5, 1989 -- Southern Region
Location to be determined.

December 6, 1989 -- Northern Region
(Beginning at 10 a.m.)
Personnel Training Room
Butte County Administration Building
25 County Center Drive
Oroville, CA 95965

December 14, 1989 -- Central Region
(Beginning at 10 a.m.)
To be held in Marin County
Please call Ms. Barbara Messinger, Mendocino County, at
(707) 463-2540 for directions

December 19, 1989 -- Valley Mountain
(Beginning at 10 a.m.)
Merced County Department of Social Services
2115 Wardrobe Drive
Merced, CA 95341

If you have any questions regarding this letter, please contact
Ms. Susan Derrick, Statistical Services, at (916) 322-5462.



DENNIS J. BOYLE
Deputy Director

Enclosures

cc: CWDA

ELDER ABUSE/DEPENDENT ADULT ABUSE MONTHLY STATISTICAL REPORT

RETURN COMPLETED FORM TO: Department of Social Services
Statistical Services
744 "P" Street, M.S. 19-81
Sacramento, CA 95814

COUNTY	REPORT MONTH	COUNTY CODE		MONTH	YEAR
REPORTS OF ABUSE		Elders (65+)		Dependent Adults (18-64)	
PART A. NUMBER OF UNDUPLICATED REPORTS EVALUATED/INVESTIGATED					
1. Abuse perpetrated by others.....	1			2	
2. Self-inflicted abuse.....	3			4	
3. Total unduplicated reports (Sum of Items 1 and 2).....	5			6	
PART B. ACTIONS TAKEN ON UNDUPLICATED REPORTS					
4. Evaluated/not investigated.....	7			8	
5. Confirmed.....	9			10	
6. Not confirmed.....	11			12	
7. Investigated (Sum of Items 5 and 6).....	13			14	
8. Total actions (Sum of Items 4 and 7).....	15			16	
PART C. UNDUPLICATED NUMBER OF PERSONS WITH CONFIRMED ABUSE DURING MONTH					
9. Abuse perpetrated by others.....	17			18	
10. Self-inflicted abuse.....	19			20	
11. Total number of unduplicated persons (Sum of Items 9 and 10).....	21			22	
PART D. TYPES OF CONFIRMED ABUSE PERPETRATED BY OTHERS					
12. Physical.....	23			24	
13. Sexual.....	25			26	
14. Neglect.....	27			28	
15. Abandonment.....	29			30	
16. Mental Suffering.....	31			32	
17. Fiduciary.....	33			34	
18. Total types of confirmed abuse perpetrated by others (Sum of Items 12 through 17) ...	35			36	
PART E. TYPES OF CONFIRMED SELF-INFLECTED ABUSE					
19. Physical.....	37			38	
20. Fiduciary.....	39			40	
21. Suicidal.....	41			42	
22. Total types of confirmed self-inflicted abuse (Sum of Items 19 through 21).....	43			44	

REMARKS:

PREPARED BY:	PHONE: ()	DATE
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REPORTING INSTRUCTIONS
ELDER ABUSE/DEPENDENT ADULT ABUSE
MONTHLY STATISTICAL REPORT, FORM SOC 340 (1/90)

CONTENT

Form SOC 340 collects summary statistical information on reports of abuse which occurred in other than long-term care facilities. Information collected on the form concerns abuse for two types of adults: elder and dependent.

PURPOSE

The purpose of Form SOC 340 is to meet the mandate set forth in Division 8.5 of the Welfare and Institutions Code, Sections 15620 and 15630.

DISTRIBUTION

A summary of the information collected on the SOC 340 will be made available to departmental managers and other interested persons upon request.

DUE DATE

Reports are to be received in Sacramento on or before the last working day of the month following the report month.

Send one copy of the completed report to:

Department of Social Services
Statistical Services
744 P Street, M.S. 19-81
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact Statistical Services at (916) 322-2230.

DEFINITIONS OF TERMS USED IN THIS REPORT

Elder -- Any person residing in California who is 65 years of age or older.

Dependent adult -- Any person residing in California between the ages of 18 and 64 who has physical or mental limitations which restrict his or her ability to carry out normal activities or to protect his or her rights, including but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. A "dependent adult" includes any person between the ages of 18 and 64 who is admitted as an inpatient to a 24-hour health facility.

Abuse of an elder or dependent adult-- Abuse of an elder or dependent adult means physical abuse, neglect, intimidation, cruel punishment, sexual assault, abandonment, fiduciary abuse, or other treatment which results in physical harm or pain or mental suffering, or the deprivation by a care custodian of goods or services which are necessary to avoid physical harm or mental suffering.

GENERAL INSTRUCTIONS

Types of Information to Report

Form SOC 340 records data concerning reports of abuse which occurred in a setting other than a long-term care facility. Do not include on the SOC 340 reports of abuse which occurred in long-term care facilities such as skilled nursing and intermediate care facilities, community care facilities, residential care facilities for the elderly (either licensed or unlicensed), swing beds in an acute care facility or any extended care facility, and any adult day health care facility, except when Adult Protective Services staff participated in the investigation of an incident of abuse in these facilities.

For informational purposes, long-term care ombudsman coordinators will submit reports of abuse occurring in long-term care facilities to county Adult Protective Services agencies on a monthly basis. Statistical reporting concerning these abuses, however, will be provided directly to the State Department of Aging by the ombudsman coordinators on Form SOC 340A, Long-Term Care Facilities Elder Abuse/Dependent Adult Abuse Monthly Statistical Report.

ITEM INSTRUCTIONS

PART A: NUMBER OF UNDUPLICATED REPORTS EVALUATED/INVESTIGATED

Part A contains information concerning the number of unduplicated abuse reports which were evaluated or investigated by the County during the month. Each allegation of abuse is to be recorded on Form SOC 341, Report of Suspected Dependent Adult/Elder Abuse. Please note that Part A is not intended to collect the number of unduplicated reports received by the County during the month. The County will record the number of unduplicated reports that were evaluated/investigated only upon completion of such evaluation or investigation. If more than one report of the same incident is received, enter only one count to unduplicate the number of reports.

Item 1. Abuse perpetrated by others

Enter the number of unduplicated reports of abuse that were perpetrated by others in the corresponding columns on the SOC 340 for elders and dependent adults.

Item 2. Self-inflicted abuse

Enter the number of unduplicated reports of self-inflicted abuse.

Item 3. Total unduplicated reports (sum of Items 1 and 2)

Enter the total number of unduplicated reports of abuse. This number is the sum of Items 1 and 2 above. This is also the same number reported in Part B, Item 8, of this form.

PART B: ACTIONS TAKEN ON UNDUPLICATED REPORTS

Part B records the actions taken by the County during the month on the unduplicated reports of abuse received. The County evaluates all reports and determines if an investigation is necessary. As a result of the investigation, the reports of abuse will be confirmed or not confirmed by the County. These actions are recorded in this section.

Item 4. Evaluated/not investigated

Enter the number of unduplicated reports which were evaluated but not investigated by the County.

An evaluation is the preliminary investigative activity performed on a report of abuse to determine whether further investigation is warranted.

An investigation is defined by Legislation as that activity necessary to determine the validity of a report of elder/dependent adult abuse, neglect, or abandonment.

Item 5. Confirmed

Enter the number of unduplicated reports which were investigated and confirmed by the County during the month.

Item 6. Not confirmed

Enter the number of unduplicated reports in which the allegations of abuse were investigated but could not be confirmed by the County. Include in this line item those reports which were dismissed or unfounded.

A report of abuse is dismissed when the alleged abuse cannot be confirmed because of insufficient evidence and the investigation is discontinued.

A report of abuse is unfounded when the investigator determines that the abuse did not occur and the allegation of abuse proved false.

Item 7. Investigated (sum of Items 5 and 6)

Enter the total number of reports of abuse for which investigations were completed. This is the sum of Items 5 and 6 above.

Item 8. Total actions (sum of Items 4 and 7)

Enter the total number of actions taken by the County on the unduplicated reports of abuse. This is the sum of Items 4 and 7. This is also the same number stated in Part A, Item 3 of this form.

PART C: UNDUPLICATED NUMBER OF PERSONS WITH CONFIRMED ABUSE
DURING MONTH

Part C contains information concerning the unduplicated number of persons who were victims of any type of confirmed abuse during the month. Count each individual only once, regardless of the number of confirmed reports received for that person.

Item 9. Perpetrated by others

Enter the unduplicated number of persons with confirmed abuse perpetrated by others.

Item 10. Self-inflicted

Enter the unduplicated number of persons with confirmed self-inflicted abuse.

Item 11. Total unduplicated number of persons (sum of Items 9 and 10)

Enter the total unduplicated number of persons who were victims of any confirmed abuse during the month. This is the sum of Items 9 and 10.

GENERAL INSTRUCTIONS FOR PART D AND PART E

Part D (Types of Confirmed Abuse Perpetrated by Others) and Part E (Types of Confirmed Self-Inflicted Abuse) contain information concerning the types of confirmed abuse. A report may contain more than one incident and more than one type of abuse. For each report of abuse that was confirmed and stated in Part B, Item 5, (Confirmed), record in the appropriate section (Part D for abuse perpetrated by others or Part E for self-inflicted abuse) the types of abuse that were confirmed. Do not report those abuses that could not be confirmed.

The following examples illustrate accurate reporting.

Example 1: A report containing one confirmed incident of physical abuse that was perpetrated by another person represents one count in Item 12.

Example 2: A report containing two separate confirmed incidents of self-inflicted physical abuse represents two counts in Item 19.

Example 3: A report containing one confirmed incident of self-inflicted physical abuse and one confirmed incident of fiduciary abuse perpetrated by another person represents one count in Item 19 and one count in Item 17.

PART D: TYPES OF CONFIRMED ABUSE PERPETRATED BY OTHERS

Enter the types of confirmed abuse that were perpetrated by others for the categories shown below.

Item 12. Physical

Physical abuse includes assault, battery, assault with a deadly weapon or force likely to produce great bodily injury, unreasonable physical restraint or prolonged or continual deprivation of food or water; or use of a physical or chemical restraint, medication, or isolation without authorization, or for a purpose such as convenience or punishment, or for a period beyond that ordered.

Item 13.

Sexual

Sexual assault includes sexual battery, rape, rape in concert, incest, sodomy, oral copulation, or penetration of a genital or anal opening by a foreign object.

Item 14.

Neglect

The negligent failure of any person having the care or custody of an elder or dependent adult to exercise that degree of care which a reasonable person in a like position would exercise. Neglect includes, but is not limited to, all of the following:

Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter;

Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he or she voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment;

Failure to protect from health and safety hazards; and

Failure to prevent malnutrition.

Item 15.

Abandonment

The desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

Item 16.

Mental suffering

Deliberately subjecting a person to fear, agitation, confusion, severe depression, or other forms of serious emotional distress, through threats, harassment, or other forms of intimidating behavior.

Item 17. Fiduciary

A situation in which any person who has the care or custody of, or who stands in a position of trust to an elder or a dependent adult, takes, secretes, or appropriates his or her money or property to any use of purpose not in the due and lawful execution of his or her trust.

Item 18. Total types of confirmed abuse perpetrated by others (sum of Items 12 through 17)

Enter the total types of confirmed abuse. This is the sum of Items 12 through 17.

PART E: TYPES OF CONFIRMED SELF-INFLICTED ABUSE

Enter the types of confirmed self-inflicted abuse for the categories shown below.

Item 19. Physical

Self-neglect and/or other physical abuse, including alcohol abuse and drug abuse.

Item 20. Fiduciary

Financial mismanagement.

Item 21. Suicidal

Attempted suicide.

Item 22. Total types of confirmed self-inflicted abuse (sum of Items 19 through 21)

Enter the total types of self-inflicted abuse. This is the sum of Items 19 through 21.